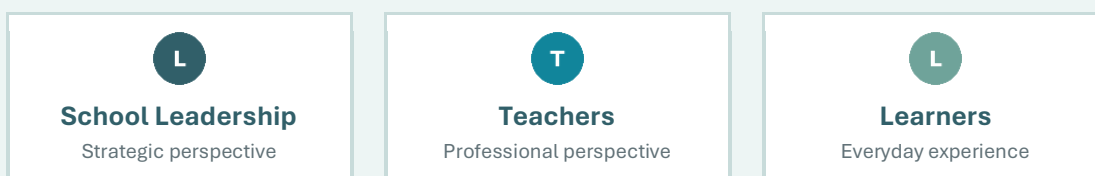


Whole-School Development

A practical guide to participation, results
and collaborative school development

ONE SCHOOL · THREE PERSPECTIVES



REFLECT · COMPARE · ACT

SIX EUROPEAN VALUES

DEMOCRACY	FREEDOM	EQUALITY	JUSTICE	SOLIDARITY	PLURALISM
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Seven areas · Three perspectives · One shared Action Plan

A structured process for reflection and democratic school development



Co-funded by
the European Union

English edition · 2026
democracy-education.eu

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AT A GLANCE

The VAL-YOU Whole-School Development Tool helps schools reflect on how democratic participation and shared European values are experienced in everyday school life. It brings together the perspectives of School Leadership, Teachers and Learners to identify shared strengths, differences in perception and opportunities for further development.

The assessment covers seven areas of school life: School Values & Communication, School Leadership & Commitment, School Environment & Facilities, Teaching & Learning, School Community & Participation, Team Development & Lifelong Learning, and Networks & Partnerships.

Across these seven areas, the tool also examines how six European values are reflected in the school: Democracy, Freedom, Equality, Justice, Solidarity and Pluralism. The results provide the basis for discussion, recommendations and a shared Action Plan for the school.

How the process works

The platform supports a whole-school cycle: gather three perspectives, understand patterns, and agree practical actions. Assessment areas are not a linear sequence; participants may complete them in any order.



What this manual covers

- Registering the school and accessing the administrator dashboard
- Completing the School Leadership assessment
- Creating and distributing invitations for Leadership, Teachers and Learners
- Understanding anonymous, persistent participant access
- Reading School Overview, Assessment Areas and European Values results
- Turning recommendations into a shared, editable Action Plan
- Downloading the school Certificate and Badge after completing the whole-school assessment
- Troubleshooting common access and participation questions

Three principles to remember

One shared school workspace. The School Admin creates the school account. All invited participants contribute to the assessment and results of that school.

Anonymous participation. Teachers and Learners do not need to register. Their individual responses are not shown to the School Admin or other participants.

A shared development cycle. Results combine perspectives. The Action Plan is shared by the school and can be edited by the School Admin and invited School Leadership members.

GETTING STARTED

1. Register your school and sign in

The first person who registers the school becomes the School Admin. This is the only role that can create and manage invitations.

Registration

1. Open <https://democracy-education.eu/school-development/>.
2. Choose the registration option and create a school account using your email address.
3. Register or log in using your preferred language version of the website. No separate language selection is required.
4. After registration or login, continue through the short transition page. It automatically carries the website language into the VAL-YOU assessment area. From there you can open your personal dashboard.

School identity. The first person who registers the school becomes the School Admin and manages the school's invitations and shared workspace.

Logout. The School Admin signs in with a personal account and should log out after using the platform on a shared device. Invited participants return through their personal access links.

If you return later

The School Admin signs in again through the website. Invited participants reopen their personal link. Do not expect a Teacher or Learner to use the School Admin login page.

YOUR WORKSPACE

2. Use the dashboard

The dashboard shows the functions available to the current role:

Role	Assessment	Results	Action Plan	Manage Participants	Certificate & Badge
School Admin	Yes	Yes	View & edit	Yes	Download
School Leadership	Yes	Yes	View & edit	No	Download
Teacher	Yes	Yes	No	No	No
Learner	Yes	Yes	No	No	No

School Admin dashboard functions

- My Assessment — complete the School Leadership perspective for your own school.
- Manage Participants — create, copy and monitor invitation links and prepare printable invitations with a QR code.
- View Results — see the combined whole-school profile and compare perspectives of School Leadership, Teachers and Learners.
- Action Plan — select recommendations and coordinate the shared school action plan together with invited members of the School Leadership team.
- Good Practice — access supporting examples.
- Certificate & School Badge — once all three perspectives—School Leadership, Teachers and Learners—have completed all seven assessment areas, download the school certificate and the badge for use on the school website or in other communication materials. The certificate clearly identifies the result as a whole-school self-assessment.

Role-based dashboard. Each participant sees only the functions available to their role. Return links lead back to the appropriate School Admin, Leadership, Teacher or Learner dashboard.

MY ASSESSMENT

3. Complete the seven assessment areas

Each participant answers statements from their own perspective. The content differs for School Leadership, Teachers and Learners, while the overall structure remains consistent.



← Return to Dashboard

MY ASSESSMENT

School Values & Communication

10 statements - all required

Select the response that best reflects your school. There are no right or wrong answers.

Our school clearly communicates its values and priorities to staff, students and families.

Not at all true for our school **True to a small extent** True to some extent Mostly true Fully true for our school

Staff, students and families have opportunities to discuss and contribute to our school's values and priorities.

Not at all true for our school True to a small extent True to some extent Mostly true Fully true for our school

School communication is accessible and understandable for all members of the school community, including those with different needs or backgrounds.

Not at all true for our school True to a small extent True to some extent Mostly true Fully true for our school

School decisions, rules and changes are explained clearly so that the reasons behind them are understood.

Not at all true for our school True to a small extent True to some extent Mostly true Fully true for our school

Example: response options are clearly highlighted when selected.

How to proceed

1. Open My Assessment.
2. Choose any assessment area. The areas do not have to be completed in numerical order.
3. Select one answer for every statement in that area.
4. Submit the area to save the responses and view the individual area result and feedback.
5. Continue or return another day to complete further areas using the same personal access.

The five-point response scale

0 Not at all true	25 True to a small extent	50 True to some extent	75 Mostly true	100 Fully true
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Individual feedback. After submitting an area, participants receive feedback based on their own answers. The Results page later presents feedback based on the combined whole-school result.

PARTICIPATION

4. Invite School Leadership, Teachers and Learners

Only the School Admin can use Manage Participants. A separate invitation is available for School Leadership, Teachers and Learners. The invitation links contain a secure token and connect responses to the correct school and role without showing a participant's name.

Target group	Recommended distribution	Access created	What they see
School Leadership	Send directly to eligible colleagues	Personal, persistent access	Assessment, Results, Action Plan
Teachers	Email, staff channel, printed QR poster	Anonymous personal access on first opening	Assessment and Results
Learners	Classroom link, website or printed QR poster	Anonymous personal access on first opening	Assessment and Results

Create and share an invitation

1. Open Manage Participants from the School Admin dashboard.
2. Choose School Leadership, Teachers or Learners.
3. Generate the invitation link.
4. Copy the link, display its QR code, or use Print / Save as PDF to create a ready-to-share invitation sheet.
5. Share it only with the intended target group.
6. Use the participation overview to monitor how many participants have opened, started or completed the assessment. Individual Teachers and Learners are not identified by name.

Group link versus personal access. The School Admin shares one invitation link or QR code per target group. After opening it, each participant receives their own anonymous access so that answers and progress are saved separately.

Returning to the assessment. Participants should save or bookmark their personal return link and use the same device and browser when continuing the assessment. They should not use private browsing or delete their browser data, as the platform may otherwise be unable to recognise their anonymous access.

Do not share personal return links. The personal link provides access to the participant's unfinished assessment areas, individual results and dashboard. It should therefore not be forwarded to anyone else. Opening the general group link on another device or browser may create a new anonymous participant record

KEEPING YOUR ACCESS

5. Help participants keep their access

Teachers and Learners do not register or log in. They should therefore save their personal return link and use it whenever they want to continue the assessment or view their dashboard.

Give these instructions to Teachers and Learners

- Open the link or scan the QR code using a regular web browser.
- Keep the personal access page bookmarked, or save/copy the personal return link when offered.
- Use the same device and browser when returning, especially if the personal link has not been saved elsewhere.
- Complete the seven areas over several sessions if needed; previously saved areas remain associated with the same anonymous access.
- Do not forward the personal return link. Forward only the original group invitation link or QR code.

Recommended invitation channels

Situation	Best option	Why
Leadership colleague	Direct email or message	Controlled access and clear role
Teacher group	Staff email plus printable QR sheet	Easy to reopen and suitable for meetings
Learner group	Classroom QR poster or school platform	Fast access without collecting email addresses

Anonymity but persistent. Participants remain anonymous, but their personal access allows them to complete different assessment areas on different days. They should use the same saved link—or the same device and browser—to continue.

UNDERSTANDING RESULTS

6. Read the whole-school results

Results are designed to compare perspectives fairly, even when the groups contain very different numbers of people. A group of 100 Learners does not automatically outweigh a Leadership group of 5.

How a result is calculated

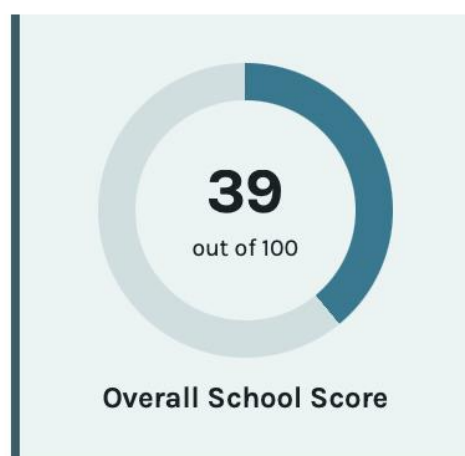
1 Latest response per person	If a participant completes an area more than once, the latest completed result is used.
2 Mean within each group	The system calculates one mean for Leadership, one for Teachers and one for Learners.
3 Equal mean across groups	The available group means are averaged with equal weight to form the combined school score.

Missing groups. A missing target group is not counted as a score of zero. However, results should be considered preliminary until School Leadership, Teachers and Learners have all contributed.

What appears on the Results page

- School Overview — combined school score and the three perspective scores.
- Assessment Areas — seven area scores, area feedback and a compact comparison of perspectives.
- European Values — a cross-cutting view of Democracy, Freedom, Equality, Justice, Solidarity and Pluralism across all seven areas.
- Feedback — selected from five score levels using the combined result. The wording can differ for Leadership, Teachers and Learners so it speaks appropriately to the viewer.

School Overview



Example: the School Overview presents the combined score visually.

INTERPRETING THE PROFILE

7. Area scores, values and feedback

Area results and European Values answer different questions. Read them together rather than ranking one above the other.

View	Question answered	Content
Assessment Areas	How is this part of school life experienced?	Score, area feedback and perspectives
European Values	How strongly is this value reflected across school life?	Cross-cutting score, value definition, feedback and perspectives

Five feedback levels

Assessment scores are assigned to one of five feedback ranges: 0–20, 21–40, 41–60, 61–80 and 81–100. Each range provides feedback appropriate to the result.

Feedback is contextual. A School Leadership member may have received one area feedback after their own assessment, while the Results page can show a different text because it is based on the combined school score.

Privacy in comparisons. The comparison is intended to reveal patterns between target groups. Avoid using it to infer or challenge individual responses, especially in small groups.

FROM INSIGHT TO ACTION

8. Build the shared Action Plan

The Action Plan is a single shared plan for the school. The School Admin and invited School Leadership members can view and edit it. Teachers and Learners do not see it in their dashboards.

[← Return to Dashboard](#)

SCHOOL DEVELOPMENT

Action Plan

Based on your current results, VAL-YOU has identified suggested priorities and strengths to maintain. You can adapt the recommendations and turn selected suggestions into concrete actions for your school.

10 suggested priorities	0 planned	0 in progress	0 completed
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Suggested priorities

Recommendations linked to question scores of 75/100 or below. No action is required until you choose to develop a suggestion.

School Values & Communication
10 recommendations
+

Strengths to maintain

Recommendations for strong results focus on sustaining, reviewing and sharing good practice.

No strengths-to-maintain recommendations are available yet.

Example: the Action Plan groups recommendations by assessment area and tracks progress.

How recommendations are used

- Recommendations based on the school's results are presented by assessment area.
- Depending on the score, they highlight both opportunities for development and strengths worth maintaining.
- School Admins and Leadership decide which recommendations to include and develop into concrete actions. Nothing is added automatically.

Develop a recommendation into an action

1. Open an assessment area in Suggested priorities or Strengths to maintain.
2. Read the recommendation and example action.
3. Choose Add to Action Plan for the recommendation you want to use.
4. Adapt the title and description to your school context.
5. Define the goal, concrete actions, responsible person or team, dates and success indicators.
6. Set the status to planned, in progress or completed and save the entry.

Shared editing. Saved changes are visible to the School Admin and authorised School Leadership members. The Action Plan shows when an entry was last changed. A person's name can only be shown when they are using a registered account.

PDF export. The school can download or print its current Action Plan as a PDF. It includes the selected actions, their current status and the export date.

MAKING COMMITMENT VISIBLE

9. Download the Certificate and School Badge

Once School Leadership, Teachers and Learners have completed all seven assessment areas, the Certificate and School Badge become available on the School Admin and School Leadership dashboards.

The Certificate recognises the school's participation in the VAL-YOU Whole-School Assessment. It presents the overall school score together with the perspectives of School Leadership, Teachers and Learners. The Certificate is based on the school's self-assessment and is not an external accreditation.

The School Badge provides a compact visual sign of the school's commitment to democracy and European values. It can be used on the school website, in newsletters or in other communication materials.



Example of a school badge that can be displayed on the school's website.

Download the files

1. Open the recognition section on the dashboard.
2. Select the required language.
3. Open the Certificate and use Print / Save as PDF.
4. Download the School Badge as a PNG file.
5. Check the school name, scores, language and year before publishing the files.

Availability. The downloads are activated only when all three perspectives have contributed completed results for all seven assessment areas.

RECOMMENDED PRACTICE

10. A simple administration workflow

Prepare	Register the school, use the preferred website language and agree on a participation period.
Invite	Create one invitation route per target group. Brief participants on anonymity and returning later.
Monitor	Check opened, started and completed counts. Send reminders through the same group channels.
Review	Wait for contributions from all three groups, then discuss differences and shared strengths.
Recognise	Once all three perspectives have completed the assessment, download the Certificate and School Badge.
Plan	Select a manageable number of recommendations and define ownership, timing and indicators.
Follow up	Update the Action Plan with the Leadership team, export it for meetings or school records, and repeat the assessment later to review progress.

Participation checklist

- ☐ School Admin account tested
- ☐ Leadership invitation tested
- ☐ Teacher link and QR code tested
- ☐ Learner link and QR code tested
- ☐ Return access tested after closing the browser
- ☐ All three groups represented in Results
- ☐ Action Plan editing tested with a Leadership invitation
- ☐ Action Plan PDF opened and checked
- ☐ Certificate checked and saved as PDF
- ☐ School Badge downloaded and checked before publication

SUPPORT

11. Troubleshooting

What you see	What to check
An invitation does not open	Check that the complete link was copied. Try opening it in a regular browser. If it still does not work, ask the School Admin for a new invitation.
A participant reaches the wrong dashboard	Close the page and reopen the personal return link received after joining the assessment.
Previous assessment areas are missing	Reopen the saved personal link. If it was not saved, use the same device and browser as before.
Results show only one or two perspectives	Check whether all three groups have completed assessment areas. Results remain preliminary until all perspectives have contributed.
Text or images are not displayed correctly	Refresh the page and try another browser. If the problem remains, take a screenshot and contact support.
An Action Plan entry cannot be saved	Confirm that you are using a School Admin or School Leadership access. Refresh the page and try again.
The Certificate or Badge is not available	Check whether School Leadership, Teachers and Learners have completed all seven assessment areas.

When reporting a technical issue

Please send the page address, your role, the selected language, the device and browser used, and a screenshot of the problem to info@wisamar.de. Do not send personal invitation or return links in an open group message.

QUICK REFERENCE

Administrator essentials

Topic	Information
Start page	https://democracy-education.eu/school-development/
Invitation groups	School Leadership, Teachers and Learners
Assessment structure	Seven areas that can be completed in any order
Results	The three perspectives contribute equally to the combined school result
European Values	Cross-cutting results across all seven assessment areas
Action Plan	Visible and editable only for the School Admin and School Leadership
Certificate & Badge	Available after all three perspectives have completed all seven areas
Participant privacy	Teachers and Learners participate anonymously
Logout	School Admin only: https://democracy-education.eu/logout/
Technical support	info@wisamar.de

Disclaimer

About

The VAL-YOU Whole-School Development Tool and this manual were developed as part of VAL-YOU, an Erasmus+ cooperation partnership in school education.

Project website <https://democracy-education.eu>

Technical support info@wisamar.de

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